

Organization and Mission - General

ORGANIZATION OF CIVIL AIR PATROL

This manual supplement prescribes additional procedures in effect for all Wisconsin Wing CAP units. Full understanding of this supplement may only be obtained by reading it in conjunction with the related paragraphs of CAPM 20-1.

CAPM 20-1, 1 April 1999 is supplemented as follows:

PART I

SECTION E - CORPORATE FIELD ORGANIZATION

18. Groups and Field Representative Areas. In order to better manage Wisconsin Wing resources and serve Wisconsin squadrons and flights, the Wing Vice Commander may appoint Field Representatives to serve groups of chartered units and/or geographical areas within the state. Field Representatives represent the Vice Commander to the units served, represent the field units to the Vice Commander, and accomplish the duties listed in Part III of this supplement. The units represented and/or the geographical area served by the Field Representative will be listed in the personnel action appointing each Field Representative. Field Representatives report to the Vice Commander for Field Units, but may be assigned to any chartered unit in Wisconsin Wing. Field representatives who are assigned to charter 48001 may be designated as adjutants to the Vice Commander with command authority.

ORGANIZATION OF CIVIL AIR PATROL

SECTION G - ADDED. WING HEADQUARTERS COMMITTEES

23. General. The following committees advise and assist the Wing Commander in managing key functions for Wisconsin Wing. The committees are open committees and any interested CAP member may attend any committee meeting upon giving suitable advance notice to the Chair.

a. **Wing Executive Committee.** The Wing Executive Committee uses a consensus management approach to provide executive level guidance to the Wing Commander. The committee chair is the Commander of Wisconsin Wing. The standing committee members are the Wisconsin Liaison Officer (WILO), the Vice Commander (WICV), the Chief of Staff for Missions (WICS/M), the Chief of Staff for Mission Support (WICS/MS) and the Finance Officer (WIFM).

b. **Unit Commander Advisory Council.** The Unit Commander Advisory Council (UCAC) provides field unit input to the Wing Commander. The council chair is the Wing Vice Commander. The standing council members are the members of the Wing Executive Committee, all Field Representatives, and all Unit Commanders.

PART II**ORGANIZATIONAL CHARTS FOR ALL LEVELS
OF CAP HEADQUARTERS**

The following organizational charts will be used for Wisconsin Wing Headquarters staff positions:

PART III SENIOR MEMBER POSITION DESCRIPTIONS

ADDED WING VICE COMMANDER

The Wing Vice Commander (WICV) is responsible to the Wing Commander for ensuring that the corporation's objectives, policies, and operational directives are effectively executed within the field organization of Wisconsin Wing. WICV shall:

Organize and administer the Field Representative program.

Supervise Wisconsin Wing field units.

Assume the position of Wing Commander in the event of a temporary absence of the Wing Commander.

Assist the Wing Commander as needed and directed.

ADDED WING CHIEF OF STAFF FOR MISSIONS

The Wing Chief of Staff (WICS/M) is responsible to the Wing Commander for ensuring that the corporation's objectives, policies, and operational directives are effectively executed within the Wisconsin Wing staff. WICS/M shall:

Direct subordinate wing staff toward accomplishing Civil Air Patrol's missions.

Supervise the Director of Operations, Director of Cadet Programs, Director of Professional Development, Finance Officer Director of Communications and the Satellite Tool Kit Officer.

Coordinate Wing Headquarters preparation for inspections and staff assistance visits by higher headquarters and/or CAP-USAF.

Coordinate and publish the wing calendar.

Plan and conduct staff meetings.

Review and recommend to the Wing Commander subordinate staff appointments and changes.

Assume the duties of any vacant subordinate staff positions until a replacement is recruited.

Assume the position of the Vice Commander in the event of a temporary absence of WICV.

Assume the position of Wing Commander in the event of a temporary absence of WICV, and the Wing Commander.

Assist the Wing Commander as needed and directed.

ADDED WING CHIEF OF STAFF FOR MISSION SUPPORT

The Wing Chief of Staff (WICS/MS) is responsible to the Wing Commander for ensuring that the corporation's objectives, policies, and operational directives are effectively executed within the Wisconsin Wing staff. WICS/MS shall:

Direct subordinate wing staff toward accomplishing Civil Air Patrol's missions.

Monitor the Wing Finance Committee and the general fund.

Supervise the Aerospace Education Officer, Drug Demand Reduction Officer, Director of Information Systems, Director of Administration, Director of Personnel, Director of Logistics, Director of Marketing, Director of Plans and Programs, and the Wing Chaplain.

Coordinate Wing Headquarters preparation for inspections and staff assistance visits by higher headquarters and/or CAP-USAF.

Plan and conduct staff meetings.

Review and recommend to the Wing Commander subordinate staff appointments and changes.

Assume the duties of any vacant subordinate staff positions until a replacement is recruited.

Assume the position of the Chief of Staff - Mission in the event of a temporary absence of WICS/M.

Assume the position of the Vice Commander in the event of a temporary absence of WICV and the WICS/M.

Assume the position of Wing Commander in the event of a temporary absence of WICS/M, WICV, and the Wing Commander.

Assist the Wing Commander as needed and directed.

ADDED WING DIRECTOR OF MARKETING

The Wing Director of Marketing (WIDM) is responsible to the Wing Commander for managing and directing all marketing activities. WIDM shall:

Supervise Public Affairs, Recruiting, Historian, and Newsletter functions.

ADDED WING DIRECTOR OF INFORMATION SERVICES

The Wing Director of Information Services (WIIS) is responsible to the Wing Chief of Staff for Mission Support for managing and directing all information services activities. WIIS shall:

Design, implement, control, and maintain a computer network that meets the information storage, retrieval, and formatting needs of Wisconsin Wing's headquarters and field units.

Design, implement, and maintain a tactical data management system which supports SAR and DR information needs.

Allocate, upgrade, maintain, and safeguard all Wisconsin Wing computer assets.

Develop training aids and courses to help users of Wisconsin Wing's computer equipment and networks develop necessary computer skills.

Process all information services reports and maintain all records in accordance with applicable regulations, laws, and agreements.

ADDED GOVERNMENT RELATIONS OFFICER

The Government Relations Officer (WIGR) is responsible to the Wing Commander for managing and directing all government relations activities. WIGR shall:

Command the Wisconsin Wing Legislative Squadron.

Accomplish the duties of the Government Relations Advisor per CAPM 20-1.

ADDED
STRATEGIC PLANNING OFFICER

The Strategic Planning Officer (WISP) is responsible to the Wing Commander for directing the development and implementation of wing level plans. WISP shall:

Develop and publish the wing strategic plan.

Chair meetings of wing strategic planning committees and working groups.

Assist wing staff sections in developing plans to support the wing strategic plan.

Coordinate all headquarters staff plans to ensure consistency with the wing strategic plan.

Track the accomplishment of the wing strategic plan.

ADDED
FIELD REPRESENTATIVE

Each Field Representative is responsible to the Wing Vice Commander for assisting Wisconsin field units in accomplishing CAP's missions. Each Field Representative shall:

Act as a single point of contact for field units.

Assist field units in acquiring needed wing services.

Solve administrative bottlenecks.

Advise the wing staff on how to assist local units.

Resolve communications difficulties between units and between units and the wing headquarters.

Immediately report to WICC, WICV the need to conduct an investigation or safeguard CAP resources and/or reputation.

Act as liaison with county governments in his/her area and improve small government relations with CAP.

Conduct assistance visits to local units.

Represent the wing at unit functions.

Conduct new unit commander in-briefings when assigned to do so by WICV-F.

Assist in developing cooperative agreements between field units.

Perform additional duties as assigned by WICV.

ADDED
FLIGHT COMMANDER

Commanders of Wisconsin Wing's chartered flights will accomplish the duties of Squadron Commander for their flights per CAPM 20-1 and this supplement.

SQUADRON COMMANDER

Ensure timely submission of all reports prescribed by CAP regulations and/or listed on the Wisconsin Wing Reports Due schedule.

CLAIR D. JOWETT, COL, C
Commander
Wisconsin Wing